

Training

Quick Reference Card -So that's how! Great Excel features

Freeze panes

Keep titles in sight as you scroll through worksheets. To freeze titles, make a selection in the worksheet, and then click **Freeze Panes** on the **Windows** menu.

To freeze titles, *do not* select the titles themselves. To freeze:

Column titles only Select the first **row** below the titles.

Row titles only Select the first **column** to the right.

Both column and row titles Select the **cell** that is both directly below the column titles and to the right of the row titles.

To unfreeze panes, on the **Window** menu, click **Unfreeze Panes**.

Tip You can freeze panes anywhere, not just below the first row or to the right of the first column. Click the row below, or the column to the right, or the cell that is both below and just to the right of whatever information you want to freeze.


Compare worksheets side by side


If more than two workbooks are open, select the workbook you want to compare with in the **Compare Side by Side** box after you click the **Compare Side by Side with** command.

To change sheets in both workbooks, you must click the sheet tabs in both workbooks. Clicking in one will not change the sheets in the other.

You can see data up close by zooming in on both worksheets at the same time. Just click **Zoom** on the **View** menu.

You can change the side by side orientation from horizontal to vertical by clicking **Arrange** on the **Window** menu, and then selecting **Vertical**. Be sure that you only have two workbooks open when you do this. If you have more than two, they'll all open up next to each other.

You only have to change orientation once. Excel will remember how you arrange your windows to compare them side by side. Clicking the **Reset Window Position** button  on the **Compare Side by Side** toolbar will return the orientation to one on top of the other.

If workbooks are differently sized or positioned—for example, if one is larger or smaller than the other—clicking the **Reset Window Position**  button on the **Compare Side by Side** toolbar will return both workbooks to equal sizes and positions. Keep in mind, however, that this will also return orientation to one on top of the other if you previously set the orientation to one next to the other.

Use automatic sums

Excel automatically adds up numbers that you select, displaying the total in the status bar at the bottom of the window.

If you do not see the total in the status bar, click **Options** on the **Tools** menu. On the **View** tab, select the **Status bar** check box.

Tips


Right-clicking the status bar displays the shortcut menu, on which you can select other options such as **Average**, **Min**, or **Max**.

You can select numbers that are not all together in a row or a column by pressing CTRL and then selecting each individual number.

Learn more about doing math in Excel by taking another online course: [Audio course: Get to know Excel: Enter formulas](#).

Use the fill handle to complete lists

Excel can fill in all sorts of lists: 1, 2, 3; Mon, Tues; 9:00, 10:00; Quarter 1, Quarter 2; 15-Jan, 15-Feb; January, February.

1. Type one or two entries in the list.
2. Select the cells and position the mouse pointer over the lower-right corner of the cell until the black cross (+) appears.
3. Drag the fill handle  down the column, and then release the mouse button.

You can drag up or to the left as well as down or to the right.

You can also make your own custom list, such as a list of employees or sales regions.

1. Select the list.
2. On the **Tools** menu, click **Options**, and then click **Custom Lists**.
3. Click the **Import** button, and then click **OK**.

If you don't have a list ready to import, you can type the list directly in the **Custom Lists** dialog box. Click inside the **List entries** box and enter each item in the list, pressing ENTER after each item. Then click **Add** and click **OK**.

Use conditional formatting

Use conditional formatting to make certain values jump right out at you when conditions are right, making it easy to see what you're looking for. For example, you might want numbers less than 15 to be formatted in bold red text.

1. Select the area of the worksheet that contains the information you want to highlight.
2. On the **Format** menu, click **Conditional Formatting**.
3. In the box to the right of **Cell Value Is**, click the arrow, and in the drop-down list, click **less than**.
4. In the next box to the right, type **15**.
5. Click **Format**.
6. Under **Font style**, click **Bold**. Then in the **Color** list, click the arrow and select the **Red** box.

7. Click **OK** twice.

Tips

To enter more than one condition, for example, to also highlight numbers greater than 125, click the **Add** button in the **Conditional Formatting** dialog box. Then fill in the boxes under **Condition 2**.

To delete conditional formatting, click **Delete** in the **Conditional Formatting** dialog box. Select the check boxes for the conditions you've set up, and then click **OK** twice.